

**BEFORE FILING A WAGE CLAIM
PLEASE READ THESE INSTRUCTIONS CAREFULLY**

A wage complaint may be filed in person from 8 a.m. to 5 p.m., Monday through Friday, or by mail at:

Human Relations Commission
410 West Chestnut Street, Suite 300A
Louisville, Kentucky 40202
(502) 574-3631

DO NOT FILL OUT THE EMPLOYMENT WAGE CLAIM FORM IF:

- You performed the work outside of Jefferson County, Kentucky.
- You were a volunteer, independent contractor, subcontractor, owner/operator, or self-employed.
- You have filed a law suit against the employer for the same wage issues.
- You have already received a civil court judgment involving the same wage issues.
- You do not know your employer's complete business name and mailing address.
- You are trying to obtain a W-2 or 1099 tax form, contact the Internal Revenue Service at 1-800-829-1040.
- You are seeking unemployment benefits, please seek assistance with unemployment compensation questions at www.kewes.ky.gov.
- Your claim for wages earned and due is beyond the 12-month statute of limitations.

COMPLETELY FILL OUT THE EMPLOYMENT WAGE CLAIM FORM WITH THE INFORMATION REQUESTED:

- Your name, complete mailing address and telephone number; and
- The complete name and mailing address of your employer; and
- Your reason for filing the claim, including the time period claimed and total amount claimed for each issue claimed; and
- You **must** provide a copy of your most recent pay check stub as evidence with your complaint; other helpful documents, if they exist, would be an employment contract, wage agreement, collective bargaining agreement, commission statements, invoices, time records, list of hours worked, W-2, written fringe benefit (vacation pay, sick pay, holiday pay, paid time off, bonus, expense reimbursement) policy.

NOTE: Filing this complaint does not guarantee payment or a finding in your favor. An incomplete form will be returned to you to complete before the Commission will investigate.

YOU MUST NOTIFY THE COMMISSION IF:

- You receive any payment directly from the employer.
- You change your address or contact telephone/cell phone number.

Failure to report this information will delay the investigation of your complaint.

INVESTIGATION PROCESS

- The claim is assigned to an investigator to review for completeness and determine if the claim is within the authority of the Human Relations Commission. If the claim is within the Commission's authority, the parties to the claim are notified by mail that the claim is opened and the claim is being investigated.
- All Investigators work on a first-in, first out basis and will thoroughly investigate and resolve the claim in compliance with the law when it comes up in rotation on his or her caseload.
- The time required to complete an investigation depends on the cooperation of the parties involved in the process and the complexity of the claim.
- You will be contacted if additional information is required and upon conclusion of the investigation.